



## **REQUEST FOR PROPOSALS (RFP)**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

EMERGENCY SOLUTIONS GRANT (ESG)

HOME INVESTMENT PARTNERSHIPS GRANT (HOME)

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOWPA)

### **PROFESSIONAL SERVICES FOR THE PREPARATION OF THE FIVE- YEAR CONSOLIDATED PLAN AND ONE YEAR ACTION PLAN**

#### **RFP ISSUED:**

**February 25, 2015**

#### **PROPOSAL CONTACT:**

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## SECTION 1: REQUEST FOR PROPOSALS PUBLICATION

To be published in the Clarion Ledger and La Noticia on Wednesday, February 25, 2015 & March 4, 2015 and Northside Sun, Jackson Advocate & Mississippi Link on February 26, 2015 and March 5, 2015.

### Professional Services for the Preparation of the Five- Year Consolidated Plan and Action Plan

The City of Jackson is requesting proposals from experienced community development consultant firms or individual consultants to undertake the development of the City of Jackson's 5-Year Consolidated Plan and the One-Year Action Plan. **The proposer must use the HUD Econ Planning Suite.**

Proposals for this project will be rated according to the following criteria:

1. EXPERIENCE with similar U.S. Department of Housing and Urban Development Projects; proposal must identify the primary individual performing the administrative functions; experience with HUD requirements; and provide three (3) public agency references.
2. QUALIFICATIONS, knowledge, and technical expertise with action plans and administration of HUD programs, specifically identifying qualifications of each individual performing administrative functions;
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner according to the City's deadlines.

All proposals will be rated on the following system to determine the best offer. Description and maximum points: Qualifications – 40; Experience – 40; Capacity – 20; Total: 100 points.

Proposals are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11 C, and "Competitive Negotiations". Contracts will be awarded to the qualified proposer whose proposal is determined to be most advantageous to the City. The City reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process and to modify this RFP at anytime. The City of Jackson is an Equal Opportunity Employer.

For details including Scope of Work and Proposal content requirements, please visit [www.jacksonms.gov](http://www.jacksonms.gov) for the full RFP.

### Section 3 Requirements

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in the CDBG project give opportunities for job training and employment to lower income residents of the Section 3 area that is described below:

1. Section 3 also requires that to the maximum extent feasible; contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in Section 3 area.
2. The Section 3 area is defined as follows: The city limits of Jackson, Mississippi

The original and six (6) copies of the proposals shall be submitted in a sealed envelope labeled with Name of Firm or Individual: Five-Year Consolidated Plan and One-Year Action Plan Proposal in the lower left hand corner. If a proposal is submitted by mail, the post office address of the City Clerk is P.O. Box 17, Jackson, MS 39205. If proposal is hand-delivered, the street address of the City Clerk is 219 South President, Jackson, MS 39201. **Proposals must be submitted no later than March 20, 2015 at 4PM**, after which time they will be opened by the Selection Committee.

## **SECTION 2: INTRODUCTION**

### ***Definitions***

For the purposes of this RFP, the following terms shall have the meanings indicated:

1. "City" means the City of Jackson
2. "City Council" means the Council of the City of Jackson
3. "Bidder", "Proposer", "Vendor", "Supplier", "Consultant", "Contractor" and "Subrecipient" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Proposal in response to the Request for Proposal.
4. "Bid" and "Proposal" are used interchangeably to mean an individual's or entity's offer in response to this Request for Proposal.
5. "RFP" means Request for Proposal.

### ***Information***

The City of Jackson is requesting proposals from qualified and experienced consulting firms to develop the City of Jackson's 5-year Consolidated Plan (FY2015-2019), and Annual Action Plan (FY2015-2016)

### ***Background***

The City's Office of Housing and Community Development is responsible for preparing and implementing the Five-Year Consolidated Plan which includes identifying the needs of the community and carrying out various projects and programs with the use of HUD funding, which include CDBG, ESG, HOME and HOPWA funding.

As a recipient of formula funds under HUD Programs, the City is required to submit a Five-Year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The production of the Consolidated Plan serves as the planning document which builds on a participatory process with citizens, organizations, businesses, and other stakeholders, which functions as a strategy to follow, carrying out the City's priorities (housing and community development needs) over a five year period (2015-2019) with the use of HUD's Community Planning and Development (CPD) formula grant.

Consolidated Plan requirements are enacted through 24 Code of Federal Register (CFR) 91 and regulates the formula grant funding intended to assist primarily low to moderate income persons, and meet the following six main components of HUD's Office of Community Planning and Development (CPD) as follows:

#### **Objectives**

- Create a suitable living environment.
- Provide decent housing.
- Create economic opportunities.

#### **Outcomes**

- Availability/Accessibility
- Affordability
- Sustainability

## **SECTION 3: SCOPE OF SERVICES**

### **Summary**

The City is seeking a consulting firm that can produce the federally-mandated Consolidated Plan and Annual Action Plan.

The consultant must be familiar with HUD Consolidated Plan and Housing Element requirements, and must have demonstrated capacity to perform the tasks necessary to complete the project. The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24 Section 91, et. Seq. (24 CFR 91) and guidance for preparing a Consolidated Plan submission can be found at: [www.hud.gov](http://www.hud.gov)

The Consolidated Plan combines the planning and application requirements of certain Federal statutes and includes a Needs Assessment and Market Analysis outlining levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis will be required.

The period of this Consolidated Plan is October 1, 2015 through September 30, 2019. The Consolidated Plan must meet all requirements of the Federal regulations and must follow the HUD guidance for the Econ Planning Suite. This is a firm deadline project document; we must have a draft document for public comment completed by June 30, 2015 and a completed document submitted to HUD no later than August 15, 2015.

The consultant, with City review, shall be primarily responsible for work related to project management for study preparation, preparing all required components of the study, citizen participation, data collection, mapping, analysis and drafting of the study. It should be understood that the City has limited professional staff available to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process and plan are completed in a timely manner.

The selected consultant will be expected to confer with a broad spectrum of public and private agencies that provide subsidized and assisted housing, health, employment and social services to very-low, low and moderate income persons, seniors, homeless, female heads of households, and disabled persons. The resulting reports should provide a direct link between community goals and objectives, priority needs and include clear actionable direction for implementing the ensuing one-year action plans.

Where appropriate, the summary narrative should provide tables, charts, graphs, and maps in order to enhance or illustrate the written narrative. The use of GIS, Excel, and other graphic generating software is encouraged to provide clear, concise graphics for the plan. The consultant will be required to submit all documentation to the City, in the form of Word, Excel, PDF, TIF, JPEG and other necessary forms and into the Integrated Disbursement and Information System (IDIS) System. The Consultant shall provide sufficient staffing and be available as needed to meet the estimated deadlines throughout the project.

## ***Specific Tasks***

Shall minimally include:

### **1. Organizational**

- a. Meet with the Office of Housing and Community Development and Community Stakeholders
- b. Prepare a timeline for project milestones including proposed community meetings and stakeholder's interviews. This timeline will be made available to the public to explain the process.

### **2. Needs Assessment**

The Consultant shall gather factual and broad community input through citizen participation and data collection including:

- a. Review of available data, reports and documents
- b. Review of current HUD Consolidated Plan regulations and guidance, particularly changes made since 2010.
- c. Presentations at community and public meetings and moderating discussions (including preparing, copying and distributing bilingual handouts) to gather community input on the community needs. This will include:
  - i. An initial evening public meeting to explain the Consolidated Plan process and present the timeline;
  - ii. Up to five evening neighborhood meetings; and
  - iii. Interviews and/or daytime focus group meetings with community stakeholders, to be determined with the Office of Housing and Community Development and consultant but at a minimum should include representatives from City departments utilizing HUD funds for projects, business community, housing agencies, social service agencies, CHDO representatives, and other organizations or individuals deemed appropriate.
- d. Prepare summary of comments, conduct analysis and assess data gathered and develop Five-Year priority recommendations incorporating factual data and public input collected to support those recommendations.
- e. Using data and information collected, develop written Needs Assessment and Market Analysis in the format required by HUD.
- f. Develop maps of key data elements such as income, housing, and racial characteristics.
- g. Adjust Needs Assessment and Market Analysis from the HUD Econ Planning submission document to one suitable for public distribution and comment.

### **3. Preparation of Five-Year Consolidated Plan and One-Year Action Plan**

- a. Assist the City in developing a draft Consolidated Plan using the HUD eCon Planning tool that includes Five-Year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.
- b. Develop a draft City Fiscal Year 2016 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements using the IDIS/eCon Planning Suite.
- c. Provide internal copies of plan section to OHCD staff for review and comment before public draft or plan is finalized.
- d. The draft plan for the public must be in a Word Document that is easily readable by

the public. It is our understanding the eCon Planning Suite version, while meeting the HUD submission requirements, may not be the best document to display or print for public review.

- e. The Consultant is responsible for submitting 5 bound copies each of the draft Consolidated Plan and Annual Action Plan for public distribution.
- f. Present drafts of both documents to the City Council and evening public meeting and prepare meeting minutes.
- g. Prepare final draft of both the Consolidated Plan and Annual Action Plan, incorporating information received at the City Council meeting, public comments and comments from OHCD.
- h. Prepare submission of the Five-Year Consolidated Plan and the FY16 Annual Action Plan to HUD.
- i. Prepare maps, tables, charts, illustrations and photographs to include in plan.

The consultant will be responsible for preparing in final form and submitting electronically to HUD all forms and tables in eCon Planning Suite instructions after City review and authorization. The Consultant will be responsible for making any revisions required by HUD after submission. The consultant will be responsible for all trouble shooting with HUD relative to using the IDIS/eCon Planning Suite software.

## ***Final Work Products***

The Consultant is responsible for submitting 5 color copies each of the final Consolidated Plan and Annual Action Plan and one (1) unbound and reproducible master hard copy of each document, including maps and graphics, no later than August 1, 2015. The Consultant is also responsible for finalizing the digital submission of the Consolidated Plan and Annual Action Plan to HUD by August 15, 2015 deadline

All deliverables will become property of the City of Jackson.

## **SECTION 4: PROPOSAL FORMAT AND CONTENT**

### ***Content of Proposal***

Firms desiring to respond shall submit proposals in sufficient detail to allow for a thorough evaluation and comparative analysis. The proposals will be judged by their content and are encouraged to be as brief and concise as possible without sacrificing the clarity of the intended concept. The proposals should include, at the minimum, the following information in sectioned format:

1. Introduction - Present an introduction to the proposal indicating your understanding of the proposed project. If this is a joint venture, indicate who will be the prime contractor. Lists all subcontractors, if any.
2. Qualifications - Discuss the overall capabilities of the organization(s), considering the items listed in Section 3. Include a brief description of the firm's history, experience and organizational structure. Similar information should be provided for each joint venture participant and all subcontractors, if any, along with the area of discipline or participation and approximate percentage of their contribution.

The Consultant must have direct experience with the development of Consolidated Plans for HUD Entitlement Communities. Well-qualified consultants may also have direct experience with the development of other city housing-related documents such as Action Plans, Analysis of Impediments to Fair Housing Choice, Affordable Housing Strategies, Public Housing Authority Plans, Redevelopment Agency Housing Plans, Continuum of Care Narratives, or other similar documents. Experience working with cities with similar governing and management structures and community demographics is preferred.

If proposed to be a joint venture, a lead consulting firm shall be designated and shall be responsible for product delivery, project management for sub-consultant tasks and scheduling.

3. Personnel - Identify the person to be designated project manager and provide a detailed summary of his or her background. The project manager shall be expected to be available on all occasions for discussion with the lead agency and the technical advisory committee, and for public presentations. Submit an organizational chart showing the name of the project manager, other key personnel, and all supporting staff to be assigned to the project. A brief resume for each key person on the chart highlighting special qualifications relevant to their performance of each task should be included. The specific responsibilities of the project manager and other key personnel should be detailed along with the anticipated total effort, expressed in percentages of person-hours to be provided by each member of the supporting staff.
4. Scope of Work and Approach – Present a summary of approach your firm will utilize in accomplishing the primary objective and scope of services as outlined above. The approach described in this section should include those components identified in the discussion above as well as any other areas your firm would recommend. Optional tasks should clearly be identified and distinguished from mandatory tasks.
5. Schedule - The Schedule of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time.
6. City Resources - A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of services during the planned time period.
  - a. The City will be responsible for:
    - i. Legal advertising of all meetings and other required postings
    - ii. Procuring or arranging for space for public meetings and doing public outreach for meetings
    - iii. When identified prior to event as a need, having a Spanish speaking staff person present at the public meetings
    - iv. Providing the Consultant with copies of any existing handouts, reports, data and presentation information that are available
    - v. OHCD will release Request for Proposals for FY2015 subrecipient funding
    - vi. OHCD staff will also be present at all public meetings and presentations



- vii. Establishing the Five-Year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.
7. References - List at least three (3) public agency clients for whom similar or comparable services have been or are being performed. Include the name, along with the mailing address and telephone number of their principal representatives who can respond to questions concerning those services you provided.

### ***Cost of Preparation of Proposal***

The City of Jackson will not pay any costs incurred in the preparation, printing, interviews or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants. Each Proposer shall carefully examine each and every term of this Request for Proposal; and each Proposal shall judge all the circumstance and conditions affecting his/her bid. Failure on the part of any Proposer to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Proposer did not understand the conditions of the Request for Proposal.

### ***Request for Proposals is not a Commitment***

Issuance of the RFP and receipt of proposals does not commit the City to make an award. The City reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with companies other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP. The City also reserves the right to change or limit the scope of this project at any time.

### ***Best Value Award***

An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the Proposer(s) with the best overall proposal. The successful proposal will be competitively priced and provide for adequate service to meet the City's needs.

### ***Proposer's Proprietary Information***

Proposer's Proprietary Information: Upon award, all documents provided by the successful Proposer shall become public record. All documents provided by any Proposer, shall become public record in their entirety and subject to disclosure in accordance with the Mississippi Public Records Act of 1983. This shall also include, but is not limited to documents for projects for which all proposals are rejected and projects for which an award is not made for any reason.

## **SECTION 5: SELECTION PROCESS**

Proposals received by the March 20, 2015, deadline will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFP. Proposals which do not meet these minimum requirements may be rejected or returned to the consultant for clarification. The City will use the following general criteria to select the consultant/consultant team for the Consolidated Plan/Action Plan project:

CRITERIA	DESCRIPTION	POINT VALUE
Experience	Experience with similar Community Development Block Grant Projects; proposal must identify the primary individual performing the administrative functions; experience with HUD requirements; and provide three (3) public agency references.	40
Qualifications	Knowledge and technical expertise with action plans and CDBG administration, specifically identifying qualifications of each individual performing administrative functions.	40
Capacity for Performance	Ability to perform required services in a timely manner according to the City's deadlines, given current workload and staff.	20
<i>TOTAL POINTS</i>		<i>100</i>

Proposals are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11C, and "Competitive Negotiations". Contracts will be awarded to the qualified proposers whose proposal is determined to be most advantageous to the City. The City reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process and to modify this RFP at any time. The City of Jackson is an equal opportunity employer.

The City also reserves the right to reject all proposals or to make a final selection based on any other criteria or combination of criteria deemed appropriate at the City's sole discretion.

The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation. The City reserves the right to seek supplementary information from any proposer at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information requested in the original proposal.

The following general steps will occur in the selection process:

1. The qualifications of each consultant/consultant team will be reviewed to ensure that the consultant/consultant team is sufficiently qualified to perform all required services.
2. The qualifications of individual staff members, particularly the project manager and those persons tasked with interfacing with City staff and stakeholder groups will be reviewed to ensure that these persons possess sufficient experience to address the issues which will be faced in the Consolidated Plan and update Housing Element approval process.
3. The consultants' proposed approaches will be reviewed for consistency with the requirements of this RFP.
4. The consultants' proposed scopes of services will be reviewed for completeness, and for consistency with the proposed approach.
5. The consultant/consultant team's references will be checked.

At the City's option, a short list of firms may be selected and invited to take part in an interview process which will include a brief presentation by the consultant and a question-and-answer session led by City staff. The size and make-up of the interview panel has not yet been determined.

Office of Housing and Community Development staff will make a recommendation to the City Council which will make a final selection and award a contract.

## **SECTION 6: SUBMITTAL DEADLINE**

No proposal will be considered for award unless submitted in the proposal format described in this RFP. The proposal must be fully complete and executed. The Proposer shall send one (1) original and six (6) copies of the completed proposals.

Format: Proposals should be 8 ½ x 11 inches bound in a single document and organized in sections.

All proposals shall be submitted in a sealed envelope labeled with NAME OF FIRM OR INDIVIDUAL: CDBG Administration Proposal. If a proposal is submitted by mail, the post office address of the City Clerk is P.O. 17, Jackson, Mississippi 39205. If a proposal is hand-delivered, the street address of the City Clerk is 219 South President Street, Jackson, Mississippi 39201. Proposals must be submitted no later than 4PM on Friday, March 20, 2015, after which time they will be opened by the Selection Committee.

Proposals shall be received as set forth in the advertisement. Proposals received after the filing deadline will not be considered. The opening of any proposal shall **NOT** be considered as acceptance of said proposal as responsive.